



Protecting Personal Information at Fermilab




What You Will Learn

- ➡ Why must we protect personal information?
- ➡ What are the laboratory policies governing personal information
- ➡ What is Protected Personally Identifiable Information (Protected PII)?
- ➡ What are my obligations?
- ➡ Where do I go if I have any questions



Why do we need to protect personal information?


- ☞ Identity theft based on improper disclosure of personal information is a serious problem
- ☞ Several government agencies have been embarrassed by losses of large quantities of personal data
- ☞ Orders from White House --> DOE --> Office of Science mandate more careful treatment of personal information
- ☞ Fermilab respects the privacy of employees and users




Laboratory Policies on Personal Information

- ☞ We have lab policy and procedures:
 - 1) Lab Policy (Director's Policy Manual):
Director's Policy Manual section 38.000
 - 2) Lab Procedures:
PII Procedures


Kinds of Personal Information

- 
- PII (Personally identifiable information) is any information that specifically identifies an individual; not all needs to be protected
 - “Protected” PII is PII that has a significant risk of identity theft if improperly disclosed (such as social security numbers; full definition on next slide)
 - “Laboratory” PII is PII collected and maintained by Fermilab (not your own data: if you keep your personal credit card number on your computer it may be bad practice but is not in violation of lab policy). Much but not all Laboratory PII is Protected PII.
 - These rules apply to electronic versions of Laboratory Protected PII

What is Protected PII?

- 
- ☞ At Fermilab, Protected PII is defined as an individual's name in combination with one or more of the following items:
- social security number or foreign national ID number
 - passport number or visa number
 - driver's license number
 - personal credit card number
 - bank account number
 - date and place of birth (both together, not one by itself)
 - mother's maiden name
 - security clearance information
 - biometric information (fingerprints, retinal scan, DNA)
 - criminal records
 - detailed personal financial information (not merely salary history)
 - detailed medical records
 - detailed educational transcripts (not merely a list of degrees)

Your Obligations

- 
- ➡ **You must not have any Laboratory Protected PII on any of your computers**
 - ➡ You will need to sign a statement that you will inspect your computers and delete any Laboratory Protected PII you discovered (as part of this training)
 - ➡ “Your computer” means any computer that you are the sole user of, and any file space you have on shared systems or servers. System administrators will NOT examine users’ files; this is the responsibility of each user.
 - ➡ Note: this applies only to PII that “belongs” to Fermilab (PII that Fermilab collects and maintains, not your own information), and only to electronic copies of PII
 - ➡ These rules apply to all computers, personally or laboratory owned, connected to laboratory networks.



Examples of PII that must be deleted

- ➡ Resumes or transcripts containing social security numbers or other Protected PII
- ➡ Conference databases with credit card numbers or visa numbers
- ➡ Spreadsheets with credit card or passport numbers of division/section travelers
- ➡ Word documents of trip reports or foreign travel forms containing passport numbers or other Protected PII
- ➡ Note that it is OK to enter Protected PII into external databases (like FTMS for foreign travel) as long as no local copies of reports containing things like passport numbers are kept on your computer.



What if I need to access PII

- ❏ The laboratory does have a need to maintain and process some PII (employee records, financial transactions) that a small number of employees need to access.
- ❏ If you are one of these employees you will receive “advanced” PII training to learn how to properly access this PII
- ❏ For further information contact your division/section PII representative (next slide)



Division/Section Privacy Reps

- ➡ AD: Tom Kroc
- ➡ CD: Irwin Gaines
- ➡ ND: Stephanie Schuler
- ➡ PPD: Luz Jaquez
- ➡ TD: Roger Slisz
- ➡ ESH&Q: Bill Flaherty
- ➡ ESH&Q: Jody Federwitz
- ➡ FESS: Odarka Jurkiw
- ➡ FIN: Mike Rosier
- ➡ WDRS: Heather Sidman



Quiz

- ☞ I have viewed and understood these slides and I will inspect my computers and remove any Laboratory Protected PII I discover.

_____ Yes

_____ No